

CLUBS POLICY

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A. Definitions

Academic Year	<i>The one year period beginning with the commencement of classes in September</i>
Board	<i>the governing body of the SGA who holds the sole right to ratify Clubs</i>
Club	<i>a group of students gathered together with the intent of fulfilling a mandate that has formally completed the ratification process outlined herein and therefore officially recognized by the SGA</i>
Club Days	<i>a gathering of Clubs organized by the Director of Outreach for the purpose of recruiting new members</i>
Club Funding	<i>financial assistance for Club activities provided by the SGA</i>
Club Member	<i>a person who contributes to or benefits from a Club on a regular basis as defined in the Club Constitution</i>
De-ratification	<i>the removal of Club status with the SGA</i>
Event	<i>a public or social occasion that is planned in detail by the Club and scheduled and publicized in advance</i>
Licensed Event	<i>an event hosted by a Club where alcohol will be consumed by members and/or guests</i>
Meeting	<i>an assembly of people for discussion of Club matters (not an event)</i>
Ratification	<i>the attainment of Club status with the SGA</i>
SGA Member	<i>refers to a Laurentian University student paying the SGA fees</i>
Week	<i>5 business days</i>

B. Purpose

In order for student-run Clubs to have insurance coverage, it was necessary for students to have regulations in place to reduce the level of risk that comes with insuring these Clubs. In order to guarantee an insurance company that students could effectively and responsibly monitor and safeguard their own events, the SGA Club Policy was developed. The policy is overseen by the SGA who pays for the insurance coverage; they are the policy holders for the student Club insurance.

SGA Policies and Procedures exist to:

1. Attempt to minimize the risky nature of student run events and identify the inherent risks involved with these events
2. Provide a guarantee to an insurance company that students are in fact responsible members of the community that can be insured
3. Provide written documentation of events proving that organizers and participants are taking necessary precautions and responsibility for their actions

4. Ensure that the SGA is taking the necessary steps to minimize their liability and the liability of any associated student groups if a claim should arise, by following the procedures and policies outlined in this document
5. Ensure that all Clubs are undertaking prudent financial dealings and funds are used for the purpose in which they were collected
6. To ensure that Clubs are aware of the necessity for risk management and the importance of reducing risk

The ultimate goal of SGA is to encourage safe events and practices for all involved. The strength of SGA policies and procedures is solely dependent on the ability of the SGA and their associated Clubs to follow them. If an incident occurs at an event and as a result the SGA are being held liable in a court of law, our insurance company will only cover the claim if SGA procedures were followed. The existence of the Clubs Policy is evidence that students are determined to keep their insurance coverage, while at the same time take responsibility for their actions and those of their peers.

Necessity for Adherence to the SGA Clubs Policy

Liability:

Anyone who is involved in the planning of an event can personally be held liable for accidents incurred. The following people and organizations could be held legally responsible for occurrences at an event or for failing to use reasonable care in the coordination or supervision of an event.

- The individual(s) who is the primary organizer
- The event planning committee (from organizers, to ticket sellers, etc.)
- The student Club or group
- The student body with authority for the Club
- The SGA
- Laurentian University

It is for this reason that your Club must understand:

1. The need to have insurance coverage and
2. The ways to ensure that if a claim against your Club should arise, that your Club and its' event organizers are protected by that insurance. By following the rules and regulations laid out in this policy, you will achieve this. Failure to do so will result in disciplinary action.

All Club activities must be compliant with all policies stated herein and in the event of any conflict between the SGA policy and Club constitutions, the SGA Clubs policy will take precedence.

C. Membership of Clubs

1. All members of the Laurentian University community are eligible for Club membership. A Club will be permitted to restrict its membership only if necessary, to avoid a complete undermining of the Club's mandate. All restrictions must be approved by the Director of Outreach and the SGA Executive.
2. Clubs will only be able to charge a membership fee if the member receives a direct and tangible benefit for their financial contribution and has the option to pay or not (example: pay \$5 and join the Club and get a t-

shirt, or just join the Club for \$0 cost). Students choosing not to pay the fee will be considered non-paying members of the Club and may not receive the direct and tangible benefit but will have full access to Club activities;

3. The membership of any Club will be no fewer than 10 members. Faculty, staff, and members of the community-at-large will not count toward the minimum membership level.
4. Exceptions for membership and membership fees may be approved at the discretion of the Director of Outreach.

D. Non-SGA Members

1. All non-SGA members require a \$20.00 per member to be paid by the student association to which they are members of. Community members will be covered by the SGA.
2. The Club executives are responsible for completing the membership form as well as keeping an up to date membership list which will include club member name and student association affiliation or community member.
3. Payment of this fee by non-members will be paid by the student association they are affiliated with once the membership form has been completed and a copy of the membership list has been provided. Once this fee is paid, members are allowed to join as many Clubs as they wish for the academic year;
4. The fee will not be prorated and is non-refundable;
5. All monies collected from non-SGA members will go directly into the "SGA's clubs budget account" to add to funding and support for all clubs.
6. Any Club found to have members that are non-SGA members and have not paid the administration fee will be subject to disciplinary action as outlined in section "*P – Disciplinary Procedure*"

E. Club Constitution

1. Each Club is required to have a constitution that meets the following minimum requirements:
 - a. Is approved by the Director of Outreach
 - b. Clearly outlines the following areas:
 - i. Name of the Club
 - ii. Purpose/mission statement
 - iii. Membership criteria for members and non-members, roles and duties
 - iv. Executive positions and duties
 - v. Signing Officers (President and Treasurer)
 - vi. Meeting requirements and procedures
 - vii. Election procedures/succession planning
 - viii. Amendments to constitution

- ix. Agency clause stating the Club's mandate is not representative of the SGA's views and actions
- x. Agency clause stating that the Director of Outreach has the ability to impeach a club executive if he/she sees that they are mismanaging their funds.

F. Club Executive

1. In addition to a president, each Club must have at least two Executive members, one of which must be a Treasurer;
2. All Clubs must hold an election for the Executives at least once per year;
3. Nominations for elections must be open for at least one week;
4. Club members must be notified at least two weeks prior to the elections taking place.
5. Faculty, staff, and members of the community-at-large may not hold Executive positions and may be restricted in participating in certain events as determined by the SGA;
6. The individual Club Executive is responsible for keeping up to date membership lists, indicating which Club members are non-SGA members;
7. Club Executives shall adhere to all bylaws, policies, procedures, and resolutions of the SGA, the Board, and the Laurentian University Code of Conduct
8. At least one Executive member must be present for each Clubs General Meeting, and for Clubs training
9. All Club executives shall be responsible for all Club activities, regardless of their attendance, and they must ensure that their Club follows the steps outlined in this policy to ensure that their Club is not partaking in dangerous or unsafe activities
10. The entirety of the Clubs executives must be registered Laurentian Students.
11. Changes in Club Executives must be reported within one week to the Director of Outreach

G. Club Approval

1. The Director of Outreach will accept proposals for Clubs twice per year. The deadline dates will be determined by the Director of Outreach. There will be one time period in both the fall and winter terms. After collection, approved proposals will be brought to the Board for ratification. Any Club approved by the Board in the fall term will gain active status immediately and must apply for ratification the March Board meeting to maintain its status for the following year. Any Club approved by the Board in the winter term will gain active status immediately and remain active the entire academic year;
2. When ratified by the Board, Clubs will be notified via email. Clubs will receive a club package and each club executives will be responsible for meeting with the Director of Outreach to sign the club agreement. Clubs must sign the agreement prior to the allocation of any SGA funds or resources
3. All established Clubs must apply to be ratified in the winter term to be recognized for the following academic year. Failure to ratify in the winter term will result in loss of Club status. Clubs who lose their Club status will have the opportunity to apply in the following fall term;

4. Clubs that lose their active status with the SGA will have their financial accounts frozen. The monies will remain under the club name, however will expire after three years of non-active status.
Note: Club Executives have the responsibility to transition the incoming Executive team for the Club for the following year. This includes but is not limited to: transition meetings, binder of documents from the past year, constitution and membership list.
5. A Club may be recognized as an SGA Club under the conditions that it:
 - a. Follows Club guidelines as outlined in the SGA constitution;
 - b. Intends to carry-out activities that do not violate any federal or provincial laws, municipal by-laws, university regulations or SGA policies and that do not infringe upon the rights and privileges of others;
 - c. Has a constitution that is not duplicated by any other Club;
 - d. Defines a purpose that does not oppose the existence of an identifiable or other group on campus;
 - e. Completes and submits proper documentation by the designated date;
 - f. Effectively maintain Club monies so that money is managed in a responsible manner;
 - g. Provides value to the university community and all participants of the Club;
 - h. Has a pre-determined Executive for its inaugural year.
6. The SGA will not ratify any Club that practices any form of coercive techniques on their membership, nor any Clubs that are found to be associated with an outside body which practices coercion or knowingly violates any of the procedures contained herein;
7. The SGA will not ratify a Student Association as a club. A Student Association are those that receive college fees from students in those designated programs through the finance department of Laurentian University.
8. The SGA will not recognize any Club that practices discrimination of any kind in the acceptance of its members, the Laurentian community, or the community-at-large;
9. Clubs must run at least two programmed events and/or activities per year, one of which is open to at least all SGA students;
10. The SGA will not ratify any groups with an athletic or physical activity mandate. These Clubs are accommodated by Laurentian's Campus Recreation department. These Clubs are not insured, funded, or managed by the SGA, but may receive some benefits outlined in section "J - Privileges of Recognized Clubs".

H. Operating Policies

1. Clubs resources must be utilized in a manner that ensures all funded activities are prudent, ethical and legal;
2. Resources will exclusively fund SGA Clubs;

3. Resources will not be spent directly or indirectly on alcohol or alcohol related events where the sole purpose of the event is the consumption of alcohol;
4. Clubs must be ratified and in good standing to be eligible for resources and funding;
5. Clubs will not fund activities, equipment or events that are course credit requirements for undergraduate students;
6. Zero based not-for-profit budget logic is required for all SGA Clubs;
7. Clubs will not have any type of off campus banking system, including but not limited to: bank, personal banking system, shoe box with money in it, safe in an office, etc. ALL funds will be circulated within the SGA banking system;
8. Clubs may not purchase capital assets of any kind unless an exception is approved by the Director of Outreach;
9. Clubs must adhere to all Laurentian University policies and the Student Code of Conduct.

I. Responsibilities of Recognized Clubs

Every approved SGA Club agrees to comply with the responsibilities of the SGA and to its' own membership. These responsibilities include but are not limited to:

- a. Undertake prudent financial dealings;
- b. Adhere to the purpose and mandate as stated in the Club constitution;
- c. Reply to all correspondence within a reasonable amount of time to the Director of Outreach;
- d. Mandatory attendance of at least one Executive member at all Club Executive meetings/Club Training;
- e. Hold at least one meeting of Club members per active term;
- f. Seek approval by the Director of Outreach before using the SGA logo;
- g. Abide by all SGA policies and procedures and the Laurentian University Code of Conduct;
- h. Have all advertising and publications clearly stating the name of the Club publishing the material;
- i. Ensure all advertising and promotional material are approved by the SGA and are stamped before being posted;
- j. Not willfully misrepresent or slander the SGA or Laurentian University;
- k. Complete the Event Form two weeks prior to any off campus event and prior to any promotion of the event;
- l. Maintain an up to date list of all members and Executives, including Laurentian emails and positions of the Club members, which must be provided to the Director of Outreach upon request and at application;

- m. Not individually sign a contract of any kind for an event. Any contracts must be reviewed, approved and signed by the Director of Outreach along with all necessary Club Executives
- n. Notify the Director of Outreach of any affiliation with third parties (e.g. national chapters) and any potential conflicts of interest that may arise from those affiliations;
- o. Notify the Director of Outreach if the club has decided to de-ratify from the SGA. This involves completing the de-ratification form.
- p. Not conduct any activities that fail to adhere to the rules of the Alcohol Gaming Commission of Ontario (AGCO). This includes but is not limited to; gambling, raffles, 50/50 draws, etc.;
- q. No Club is permitted to publically promote any referendum stance or candidate in the SGA electoral process. No Club shall use their privileged access to spaces on campus, resources or funds (budget or Club generated) to support a referendum stance or candidate;
- r. Provide the SGA completed waivers, if required, for an event. These must be signed and completed in full for all event participants. The event organizer must ensure that all event participants understand and agree to the waiver;
- s. Report any Club event as outlined in section “*K – Events*”;
- t. Seek approval by the Director of Outreach prior to booking any Laurentian University space for third party usage;
- u. Ensure any items for direct sale clearly state where the profit will go (e.g. \$2 from sale of each shirt go to X charity, or 15% of all sales support the Club’s annual event, etc);
- v. Be respectful of all students, volunteers, Club members, and staff members of the SGA and Laurentian University;
- w. Keep the SGA Clubs Room organized and tidy;
- x. Act in a professional manner at all times in the SGA office or in another spaces on campus.

Hazing:

Hazing is defined as any act which could endanger the mental or physical safety of a student for the purpose of admission or continued membership with a group or organization. Hazing does not depend on an individual’s willingness to take part.

Clubs that have an admission process (e.g. a tryout, pledge process, audition, etc.) must ensure students are aware of their rights to:

- Understand what the admission process entails
- Understand what the expectations for students interested in joining are
- Expect fairness, mutual respect, and personal safety
- Refuse to participate in any activity that they are not comfortable with

If a student feels uncomfortable about an admission, recruitment, or pledging process they have the right to refuse and is encouraged to bring their concerns forward to the Director of Outreach. Any concerns brought forward are handled with confidentiality and sensitivity.

Any Club found guilty of hazing members will permanently lose their Club status.

Booking the Clubs Room:

When booking the SGA Clubs Room all Clubs must:

- a. Book in advance through the V-Desk;
- b. Properly sign out and return the Clubs Room key to the V-Desk;
- c. Provide a valid student card at the time of key sign out;
- d. Pay a \$25.00 fee for a lost or stolen Clubs Room key

Selling Tickets:

When selling tickets for an event all Clubs must provide:

- a. 3 days' notice to the Director of Outreach;
- b. Contact name;
- c. Dates of event;
- d. Tickets;
- e. Ticket price;
- f. Customer information required;
- g. And ensure all steps in section *F. Events* have been followed

Ordering Pizza:

Complete the pizza form on our website and follow up with emailing sgaoureach@laurentian.ca to confirm the order has been placed. The order will be paid for by the SGA and funds will be taken directly out of the club bank account.

Additional Funding Requests:

Complete the Additional Funding Request form on our website and the request will be approved or denied by the Director of Outreach and the SGA executive.

Note: failure to comply with responsibility/policies/procedures will result in disciplinary measures being taken outlined in section "P - Disciplinary Procedure".

J. Privileges of Recognized Clubs

Upon ratification, a Club is entitled to access certain services provided by the SGA.

These include:

- a. Access to funding and resources provided by the SGA;
- b. Inclusion in the SGA liability insurance policy program;
- c. Bookable spaces in the Student Centre;
- d. Official listing as a Club on the SGA website, app, and other media;

- e. Participation in Clubs Days and any other promotional Clubs events;
- f. Ability to attend all Club events and workshops and fundraisers;
- g. Assistance and support with Club events, general inquiries, Club finances and general Club issues from the Director of Outreach and VP Student Life;
- h. Assistance and support with human resource issues that may arise internally and/or externally to the Club from the Director of Outreach and Chief Operating Officer;
- i. Promotion of events using the marketing resources provided by the SGA;
- j. Mail forms of communication sent in care of the SGA;
- k. Storage for small Club items on a first come first serve basis within the SGA Clubs Room;
- l. A group on the SGA app for intercommunication;
- m. Use of the SGA name;
- n. Access to SGA pizza discounts and orders

K. Events

1. All Club events must be related to the Club mandate;
2. Events require the Club to complete and submit an Event Form, as well as any and all necessary waivers or additional forms, at least two (2) weeks prior to the event date;
 - a. No Club can individually sign a contract of any kind for an event. Any contracts must be reviewed, approved and signed by a member of the Executive or the Director of Outreach along with all necessary Club Executives
3. All Club licensed off campus events are limited to only Club members and their guests who are signed in or have purchased a ticket to the event. The location must be securely sectioned-off and no public patrons are permitted at the event with the exception of venue staff members on-shift;
4. The purpose of events cannot be centered around the consumption of alcohol (i.e. keggers, pub crawls, etc.). If a Club wishes to host an event that includes activities focusing on alcohol consumption (e.g. "beer" pong tournament fundraiser), they must be held in the SGA pub, and be approved by the SGA Executive and Pub Manager;
5. On campus licensed events can be held in the SGA Pub and must be approved by the VP Student Life, Director of Outreach and the Pub Manager;
6. All events must have a sign-in sheet of attendees with name, student number (if applicable) and signature. Following a Club event, the guest list must be submitted to the Director of Outreach within one week. Exceptions can be made prior to the event by the SGA Executive;
7. All off campus events or travel of more than 25 km (ie conferences, competitions, etc) must be registered and approved with the Director of Outreach;

- a. A meeting must be held with the Director of Outreach
 - b. An itinerary, budget and transportation method for the event must be presented by the club executive
 - c. The itinerary, budget and transportation method must be approved by the Director of Outreach.
 - d. A meal allowance will be approved at \$55.00 a day per person.
8. International travel must be reported to the Director of Outreach at least sixty (60) days prior to travel date;
- a. A meeting must be booked with the Director of Outreach
 - b. An itinerary, budget, participant waivers and the transportation method will be discussed and approved by the Director of Outreach prior to departure.

L. Club Financing and Budget Approval

1. All Clubs shall:
 - a. Utilize the SGA for all financial dealings;
 - b. Hold all monies within the SGA Club banking system;
 - c. Ensure an up-to-date record of all Club spending
2. All revenue taken in by a Club must be deposited into the SGA Clubs banking system with its funding source clearly indicated within one week of receipt;
3. Clubs may apply for Additional Funding in the case that it is needed for an event or activity;
4. The SGA reserves the right to conduct reviews of any Club ratified by the SGA at any time in order to determine the integrity of the finance and general operation of the Club;
5. Clubs must adhere to the May 1st to April 30th fiscal year as adopted by the SGA;
6. Clubs shall be solely responsible for payment of any expenditure charge to their account that is in excess of the funds provided by the SGA;
7. Clubs that are not in good standing in accordance with the Clubs Policy will not be eligible for funding distribution;
8. Club accounts will be rolled over at the end of the academic year. Clubs that have a surplus of funds larger than \$2000.00 must book a meeting with the Director of Outreach to outline the use of those funds for the following year. If no meeting is booked or explanation is given, the SGA will not be providing any funds to the club, including the start up grant and additional funding.
9. Clubs may budget a reserve for future use, which will not affect the allocation of the startup grant;
10. Clubs may not purchase capital expenditures without the approval of the Director of Outreach.

Note: In the event that a Club is a chapter of a recognized external organization and has a monitored banking system through that organization, they may be eligible for a full or partial SGA Club banking system exemption. Prior to a Club receiving an exemption, they must meet with the SGA Executive who will review their banking process. Exemptions will be tailored to meet the specific needs of the Club representing the external organization and all exemptions will be outlined in writing and delivered to the Club Executive. All other aspects of the Club Policy will apply as outlined in the document.

M. Funding Distribution Procedure

1. Funding distribution involves 1 of 3 methods; evidence based reimbursement, direct third party payments and cash withdrawal;
 - a. All evidence based reimbursements that are to be paid to an individual must be provided to the Director of Outreach for approval;
 - I. Reimbursement requests must be verified via detailed receipts, and the Approval of Purchase Form must be signed by the signing authorities of the Club
 - II. Reimbursement requests must be submitted within thirty days of expense being purchased. Failure to do so may result in an inability to receive the full reimbursement. All reimbursement requests will be processed within 1 week of approval;
 - III. Only the student whose is being reimbursed is able to pick up the cheque. Exceptions may be made with approval by the Director of Outreach.
 - b. Payments to third party providers will require an invoice to be sent to the Director of Outreach via email to be paid. This invoice must be sent at least 2 weeks before payment to the third party is due.
 - c. In special circumstances Clubs may withdraw cash from their Clubs account.
 - i. The Withdrawal of Funds Form must be completed and brought to the Director of Outreach.
 - ii. All withdrawal requests must be submitted 1 week prior to the date needed.
 - iii. Withdrawing cash can only be done for out of town events (ie conference or competitions where an itinerary, budget and transportation is presented) The amount must be approved by the Director of Outreach. If the amount is estimated at too high the Director of Outreach, SGA Executive and Director of Finance will make the final decision.
2. Cashboxes can be signed out from the Director of Outreach for event use. The cashbox must be returned with the float that was given. If the cashbox is not returned balanced, the difference will be withdrawn from the clubs' account. An additional charge of \$5.00 will be applied to the clubs' account as a penalty for improper management of funds.
3. All Club account deposits will be done through the Director of Outreach. Clubs will provide all monies to be deposited into the account and receive in return a signed receipt from the Director of Outreach outlining the total to be deposited.
4. Clubs will be provided with monthly financial statements emailed to the President, Treasurer and Club email address

N. Donation Procedure

1. Clubs making a donation must email the Director of Outreach stating the charity to which the donation is being made, the amount that needs to be sent and the method of transferring funds (ie cheque, credit card or online)
 - a. No SGA funding may be donated to a third party; all donations must be revenue raised by the Club;
 - b. Activities run by any Club cannot solicit donations which are mandatory or perceived as such (e.g. attaching a donation to promotional material). Discretionary authority for this definition is left to the Director of Outreach.

2. All Clubs are actively able to receive donations.
 - a. It must be clear that it is a donation and not a sponsorship.
 - b. Donation cheques must be made out to Students' General Association with the club name in the memo.
 - c. A donation receipt can be made for those donors

O. Sponsorship Procedure

1. All Clubs are actively able to pursue and receive sponsorship from third parties in the form of a financial or in-kind contribution;
2. All Clubs receiving sponsorship can bring in the funds to the Director of Outreach.
3. All sponsorship cheques must be made out to the Laurentian University Students' General Association with the name of the Club clearly outlined in the memo.

P. Disciplinary Procedure

For Members:

All SGA Club members will be subject to the following disciplinary actions if seen to be in violation of any of the SGA policies as outlined in this document;

- a. The 3 step process (outlined below) will be applied as a disciplinary structure for the SGA Club members;
 - b. The model is incremental for each subsequent violation, and subsequent infractions may result in a permanent loss of membership;
 - c. Should an infraction be deemed to be extreme, the SGA reserves its' right to escalate a step(s) in the model.
1. Any member of the Club who commits an act negatively affecting the interests of the Club and its' members are first given a verbal warning by the Club Executive.

Note: In the event the disciplinary procedure is being applied to a Club Executive(s), the process may be enacted by the remaining Club Executive or the Director of Outreach and the Vice President of Student Life.

2. Following the verbal warning, a written warning with no less than two Club Executive signatures and names affixed to it must be handed to the member in question. The Club Executives must also give a copy of the letter to the Director of Outreach.
3. Lastly, the Club member will be removed in writing and signed by two Club Executives, the Director of Outreach and the Vice President of Student Life. A meeting with the Director of Outreach and Vice President of Student Life will be scheduled no later than one week following notice of removal.
4. The individual in question will have the opportunity to appeal the decision of removal. All member removal appeals will be conducted by the President and the Executive Director.

5. The decision at the appeal is final. If the appeal is unsuccessful, the member is removed from the Club. If the appeal is successful, the Club member will be reinstated immediately.

For Clubs:

All SGA Clubs will be subject to the following disciplinary actions if seen to be in violation of any of the SGA policies as outlined in this document;

- d. A three level model (outlined below) will be applied as a disciplinary structure for the SGA Clubs;
- e. The model is incremental for each subsequent violation, and subsequent infractions may result in a permanent loss of official Club status;
- f. Should an infraction to the policy be deemed to be extreme, the SGA reserves its' right to escalate a step(s) in the model.

Level One Violation

A level one violation will result in a meeting with the Director of Outreach and the VP Student Life. The meeting will be documented and will remain on file for a minimum of a two year period;

- a. Examples include but are not limited to: failure to submit mandatory documents, failure to attend mandatory meetings, failure to respond to emails;

Level Two Violation

A level two violation will result in a meeting with the Director of Outreach, VP Student Life and Chief Operating Officer. The meeting will be documented and will remain on file for a minimum of a two year period;

- a. Examples include but are not limited to: not reporting off campus events, failure to complete required waiver forms, verbal abuse of SGA/University members, mismanaging Club funds.

Level Three Violation

A level three violation will result in a meeting with the Director of Outreach, VP Student Life, Chief Operating Officer and President. A review will be conducted, possibly resulting in permanent loss of Club status. The meeting will be documented and will remain on file indefinitely;

- a. Examples include but are not limited to: hazing, knowingly running events that break policy, operating events or communicating events that violate the Clubs policy, holding an off-campus bank account, submitting fraudulent finance information, withholding Club funds.